RATE YOUR ENERGY PERFORMANCE

Use the US EPA's energy performance rating system within Portfolio Manager to rate the energy performance of your offices on a scale of 1–100. Rate all of your facilities and update the data regularly to take control of your energy costs. See top of page two for eligibility and data needed.

PORTFOLIO MANAGER STEP-BY-STEP

STEP	ACTIVITY	ACTION
1	Access Portfolio Manager	http://www.energystar.gov/benchmark Scroll down to the Login section
2	Access your account ■ Create a new account ■ Login to an existing account ■ Get a brief system overview	 ■ Click NEW USER ■ Enter user name and password and click LOGIN ■ Click SYSTEM TOUR or LEARN MORE
3	Add a new facility	Click ADD FACILITY
4	Enter general building data	Enter data and click SAVE
5	Enter space use data	Go to "Space Use" section and click ADD SPACE ■ Enter a facility name and select the space type Click CONTINUE ■ Enter the square footage, occupants, PCs, and operating hours. Click SAVE *Repeat for all space types*
6	Enter energy use data	Go to "Energy Meters" section and click ADD METER ■ Enter Meter name, type, units. Click SAVE ■ Enter number of months and start date. Click CONTINUE ■ Enter energy use and cost. Click SAVE *Repeat for all fuel types*
7	Review and interpret results	Go to "Facility Performance" section and review your results. Guidance is provided on page two of this guide.
8	Manage account and apply for recognition	Share data, generate a Statement of Energy Performance, apply for the ENERGY STAR, create a building profile, and perform other administrative tasks.

Space Use   Add Space

Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts
No Space Defined				

Energy Meters   Add Meter | Weather Normalization Details

Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts
No Meter Defined				

ELIGIBILITY CRITERIA

- Fifty percent or more of total building square footage (SF) must be designated as primary office space. No more than 10 percent of SF can be designated as computer data center
    - General office space—minimum of 5,000 SF
    - Bank branches—between 1,000 and 20,000 SF
    - Courthouses—between 5,000 and 10,000 SF
    - Financial centers—minimum of 20,000 SF
- Operated a minimum of 35 hours per week
- Occupied for the last 12 months by 1 person per 100 to 3,000 SF

The floor area for all supporting functions such as atriums/lobbies, staff cafeterias, stairways, mechanical rooms, and elevator shafts should be included in the total building square footage.

DATA NEEDED

- Building address including zip code
- Year built
- Gross square footage for each space name
- Number of occupants (default value of 1 person per 220 SF)
- Number of personal computers (PCs)
- At least twelve consecutive months of overlapping energy use and cost for all fuel types

USING YOUR RATING

Use your rating to set improvement goals and create an action plan. If you scored:

1–49 You have the greatest opportunity for improvement. Investments in new equipment, combined with aggressive low-cost operations and maintenance practices could have the greatest impact on your bottom line.

50–74 You can achieve significant savings through simple, low-cost operations and maintenance practices, combined with equipment upgrades.

75–100 Congratulations! Build on your success by focusing on operations and maintenance to improve and maintain superior performance. Gain recognition for your achievements and demonstrate best practices.

HELPFUL HINTS

- Enter 12 consecutive months of overlapping energy data without gaps in time.
- Accurately account for total square footage (SF) in a facility by creating separate spaces for each area that has:
    - a distinct usage (office, computer data center, garage/parking)
    - an attribute that varies by at least 10 percent (SF using overtime air, SF with low/high occupant density, SF with multiple PC's per person)

For example, in a 100,000 SF office building where 5,000 SF uses 15 percent more overtime air, you could name the spaces as follows: Standard Hours for 95,000 SF and Overtime Air for the 5,000 SF.

- **ACCOUNT INFORMATION** Change your password or user profile.
- **CONTACTS** Maintain contact information for your energy team.
- **CONTACT US** Use this option or e-mail energystarbuildings@epa.gov.
- **HELP** Access user-support information and get answers.

FEATURES

- **Consolidate accounts.** From the Facility Summary page, go to "Sharing Data," click "Transfer."

    Sharing Data
    Add user to share this Facility
    Modify list of users
    Transfer Facility to another user
    View entire Access List for this Facility

- **Share facilities across accounts.** From the Facility Summary page, go to "Sharing Data," click "Add."

- **Group Facilities within an account.** Determine groups (e.g., region, facility type). From the My Portfolio page, click "Create Group."

    PORTFOLIO MANAGER
    Home > My Portfolio > **ABC Office**
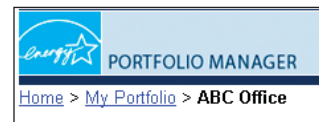
- **Generate a Statement of Energy Performance.** Use it as a management report and as a transactional document. Also use it to apply for the ENERGY STAR label if eligible. From the Facility Summary page, click "Generate" (se **8** age one).

    Statement of Energy Performance
    Generate a Statement of Energy Performance
    View Statement of Energy Performance

www.energystar.gov/benchmark

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